CLASS TITLE: POLICE COMMUNICATIONS OPERATOR II

CHARACTERISTICS OF THE CLASS

Under general supervision, performs dispatching duties, communicating with police units via radio, telephone, or computer-aided dispatch systems to dispatch assignments, and performs related duties as required.

ESSENTIAL DUTIES

• Dispatches field units to reported incidents of crime or emergencies requiring police services
• Prioritizes events to manage police resources optimally and without risking public safety
• Uses a computer-aided dispatch system with interactive mapping capabilities to enter dispatch information
• Operates radio, telephone, and computer console equipment to dispatch or broadcast assignments
• Receives information and requests for additional personnel and equipment from field units
• Informs field units of potential threats, risks, and hazards (e.g., involvement of weapons, hazardous materials, violent subjects)
• Dispatches police technicians, specialists, and investigators to incident locations
• Monitors the status of dispatched assignments
• Receives information requests from field units and relays information to supervisory personnel
• Receives requests for police, fire, or emergency medical services from the public
• Forwards calls not related to police services to the appropriate agencies
• Solicits descriptive information from callers to determine locations and nature of problems
• Uses GPS to track field unit movement
• Provides on-the-job training of new hires, as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

• High School Diploma or equivalence certificate (GED), plus three years of work experience performing fast paced, high volume public contact work that requires soliciting information either in-person, via telephone or radio, or eighteen months work experience in receiving and processing or dispatching emergency calls; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

• As of the date of application, candidates must have reached their twentieth birthday
• Successful candidates must complete a computerized, job simulation/skills assessment test with multiple components including a keyboard exercise which requires a typing speed of thirty (30) words per minute, a drug screen, and a background investigation
• LEADS certification is required prior to completion of probationary period
• Persons offered employment must pass all pre-employment exams prior to appointment

WORKING CONDITIONS
• Emergency communications facility environment

EQUIPMENT
• Standard office equipment (e.g., telephone, printer, photocopier, fax machine)
• Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
• Computer-aided dispatcher system (e.g., headset, three-screen computer console with interactive mapping display, touch-screen telephone and radio controllers, instant recall recording devices, TTY communications equipment for the hearing impaired)
• Two way radio

PHYSICAL REQUIREMENTS
• Ability to sit for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Considerable knowledge of:
• geographical locations in the City
Moderate knowledge of:
• applicable computer equipment and software
• communications equipment and devices including radio, telephone, and computer-aided dispatch communications systems and their operation
• methods, practices, and terminology used in dispatch communications in real time response situations
• emergency management response planning, notification procedures, and protocols
• law enforcement procedures related to police operations and police dispatching

Some knowledge of:
• City traffic operations and street systems

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Police Communications Operator I class

Skills
• *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
• *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
• *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
• *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
• INSTRUCTING - Teach others how to do something
• *SERVICE ORIENTATION - Actively look for ways to help people
• *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Police Communications Operator I class

Abilities
• COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
• SPEAK - Communicate information and ideas in speaking so others will understand
• COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
• WRITE - Communicate information and ideas in writing so others will understand
• CONCENTRATE - Concentrate on a task over a period of time without being distracted
• RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
• REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
• TIME SHARE - Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Police Communications Operator I class

Other Work Requirements
• CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
• STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
• SELF-CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior

Other work requirements as required for successful performance in the Police Communications Operator I class
All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
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